



CITY OF WINTER GARDEN

300 West Plant Street Winter Garden, FL 34787

Phone 407-656-4111 ext 2245 Fax 407-656-0839

Commercial Plans Submittal Checklist

- ☐ Application signed and notarized
- ☐ Power of Attorney for each sub-contractor listed on application
- ☐ Notice of Commencement
- ☐ Plan Review fee (50% of the building permit fee)
- ☐ Contractor and sub-contractors must be registered with the City. There is a \$15 Administration fee to register with the city. We require a copy of the state license, occupational license, general liability and workers compensation
- ☐ Site Plan Approval Letter (new commercial buildings only)
- ☐ 3 sets of building plans signed and sealed by a Florida architect/engineer to include:
 1. Approved site plan (page with the foot print of the building only-copy of plan is acceptable) stamped by the Planning & Zoning and Engineering Department (new commercial buildings only)
 2. Engineer sealed truss plans
 3. Window and door specifications
 4. Electrical layout (must include load calculation and AIC data)
 5. Plumbing and Mechanical layout
 6. Energy calculations
 7. Fire Sprinkler Plan (layout only-shop drawings submitted separately)
 8. Life Safety plan